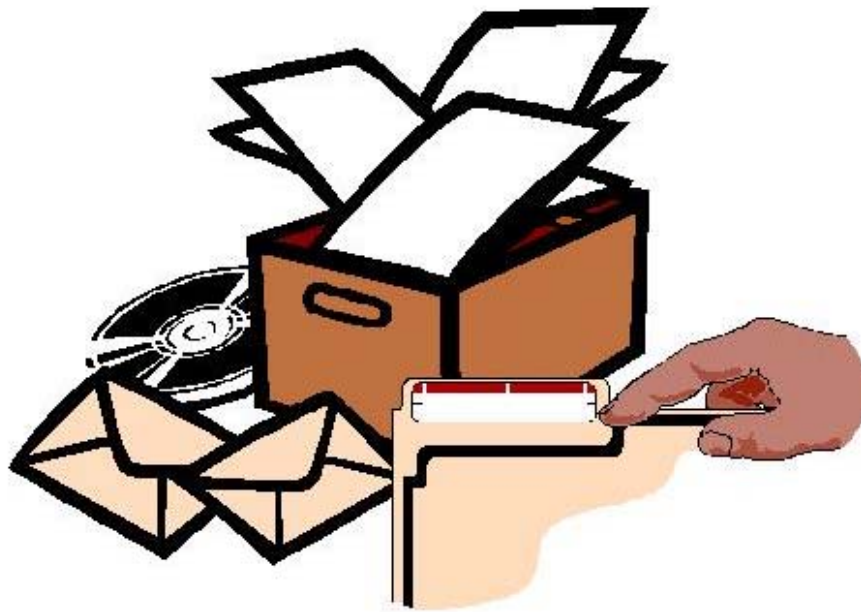


# Records Retention and Disposition for Arizona Municipalities



Arizona State Library, Archives and Public Records  
Records Management Division  
May 2002

State Records Management Center  
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*Preserving  
Arizona*  
ACCESS



## Chapter 1 - The Life-Cycle Of Records

### WHAT ARE RECORDS?

A discussion of records retention should logically begin with determining just what is a record. Definitions may vary depending on the author, context and scope of what is being defined. For the purposes of this discussion, the audience is Arizona Municipality Government, and the legal definition, as it appears in the State Library statutes, shall apply.

As defined in the Arizona Revised Statutes (A.R.S. §41-1350) records are: *All books, papers, maps, photographs or other documentary materials, regardless of physical form or characteristics . . . made or received by any governmental agency in pursuance of law or in connection with the transaction of public business and preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government, or because the informational and historical value of the data contained therein . . .*

Records as defined above are the property of the State of Arizona. They are in no sense personal property nor are they the property of a specific agency or political subdivision (A.R.S. §41-1347).

It is frequently assumed that records are only paper materials. In the definition above the phrase "regardless of physical form or characteristics" greatly expands on that assumption. Records may include computer based records, still photographs, motion pictures, audio and video recordings, charts, maps, drawings, plans, micrographics and more.

### E-RECORDS

E-records are those that reside in electronic computer systems "regardless of physical form..."<sup>1</sup>. Those records created in an electronic/digital environment are referred to as "born digital" and may well spend their entire life-cycle in this form. E-records are a documentary product of e-government, or digital government.

The Arizona Electronic Transaction Act (A.R.S. §44-7001 et. seq.) authorizes state and local governments to establish electronic/digital systems for conducting their business. It also specifically requires that any records that are a product of these systems be managed pursuant to Arizona's government records statutes.

### "ALERT" (Arizona 'Electronic Records Taskforce)

ALERT was created by the Arizona State Library, Archives and Public Records as an advisory group meant to ensure that the electronic records management program established by the agency will address the needs of all affected government entities. The taskforce is composed of representatives from various state and local government agencies. The group welcomes participation and comments from concerned parties. More information may be found at the State Library web site, [www.lib.az.us](http://www.lib.az.us).

### ELECTRONIC RECORDS MANAGEMENT (ERM)

Although this manual does not specifically address the management of electronic records, a separate manual "Managing Arizona Government Electronic Records" is being developed for that purpose. That manual is expected to be ready for publication in the first quarter of 2003.

### THE CONCEPT OF THE RECORD LIFE-CYCLE

A life-cycle is simply the stages through which an organism passes during the course of its lifetime. Pertaining to records, it consists of the various phases a record passes through from the time of its creation or receipt to the time of its final disposition.

As with any inanimate, man-made item, the life-cycle of records is not determined by natural laws, but by the needs of the individuals creating and using records. Figure 1 illustrates the life-cycle of typical paper records.

### RECORDS CREATION

The life-cycle of a record begins when it is created or received by an agency. A record is created whenever documentary information is placed onto a medium thus making intangible information into tangible records. This action takes place when forms are filled out, correspondence is written, reports are compiled and printed, information is recorded magnetically or electronically, etc.

The medium a record is produced on and the manner of creation does not significantly alter the concept of the life-cycle. All records are created, retained and disposed of on some cyclical basis.

### RECORDS RETENTION

Records retention is the maintenance of documents for further use. Paper records are usually retained in office filing equipment while they are active.

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<sup>1</sup> A.R.S. §41-1350

When activity; i.e., references to records; drops to a very low level they are considered inactive and may complete their retention in a records center.

Records centers are specifically designed to house inactive records far more economically and efficiently than in an office. Records centers are also more economical than microfilming for storage of any record with a retention of less than sixty years.

### NON-RECORDS

The definition of records encompasses a broad spectrum of recorded information; but not all recorded information is a record. According to Statute (A.R.S. §41- 1350):

*. . . Library or museum material made or acquired solely for reference or exhibition purposes, extra copies of documents preserved only for convenience or reference, and stocks of publications or documents intended for sale or distribution to interested persons, are not included within the definition of records . . .*

Non-record materials *may* include:

- Reading file copies of correspondence
- Tickler, follow-up, or suspense copies of correspondence
- Identical duplicate copies of all documents maintained in the same file
- Extra copies of printed or processed materials, official copies of which have been retained for record purposes
- Superseded copies of published manuals and directives
- Routing slips
- Transmittal sheets
- Catalogs, trade journals, magazines, etc
- Information copies of correspondence
- Physical exhibits, artifacts, and material objects lacking documentary values

Non-records are usually not to be mixed with records in the same file. Sometimes materials normally considered non-record, such as transmittal or routing slips, acquire record status because they clarify the matter being documented. Such distinctions require care and discretion.

The fact that an item is a copy does not, in itself, give it non-record status. As Figure 2 shows, several copies of a single document may each have record status because each serves a separate program purpose. Multiple copies of a single record, however, generally are not all records. One copy of a document is usually designated as the "official" copy.

When it is difficult to decide whether files are record or non-record materials, the agency should treat them as records. The assistance of the Records Management Division, Arizona State Library, Archives and Public Records is always available to help with this decision.

**May 2002**

### BE CAREFUL WITH NON-RECORDS

From the standpoint of both state and Federal court Rules of Evidence, there is little if any difference between records and copies of records. During the discovery process of a civil suit the non-record copies are just as discoverable as evidence as the original records. Stay on the safe side and treat non-record copies as you would treat original records.

# The Life-cycle of Records

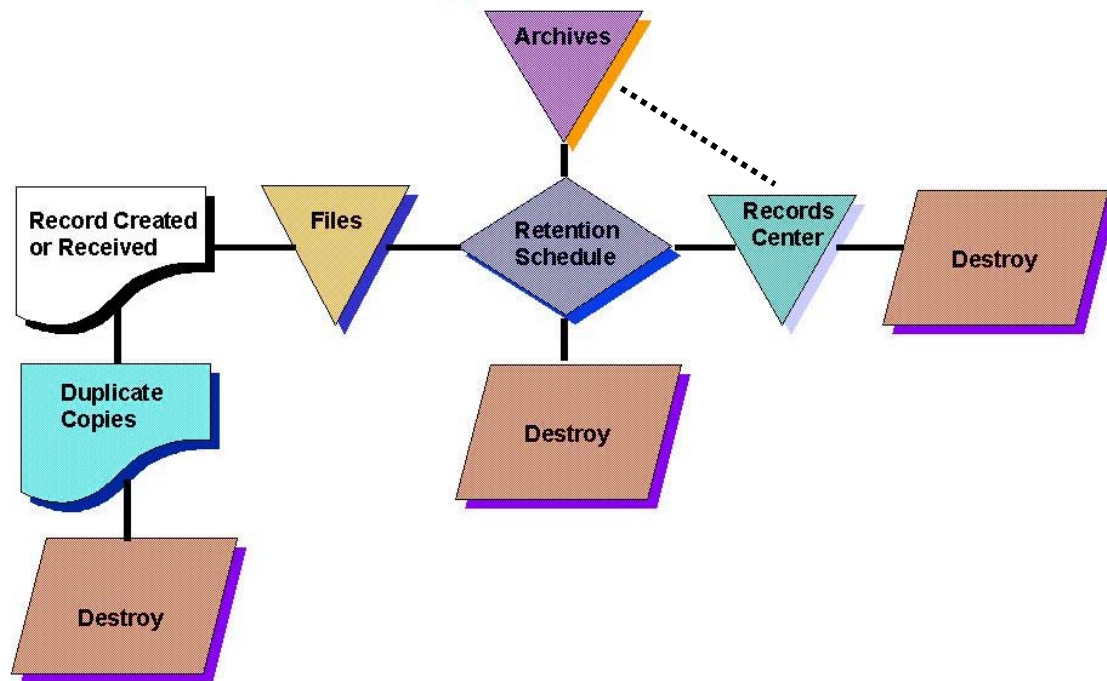


Figure 1

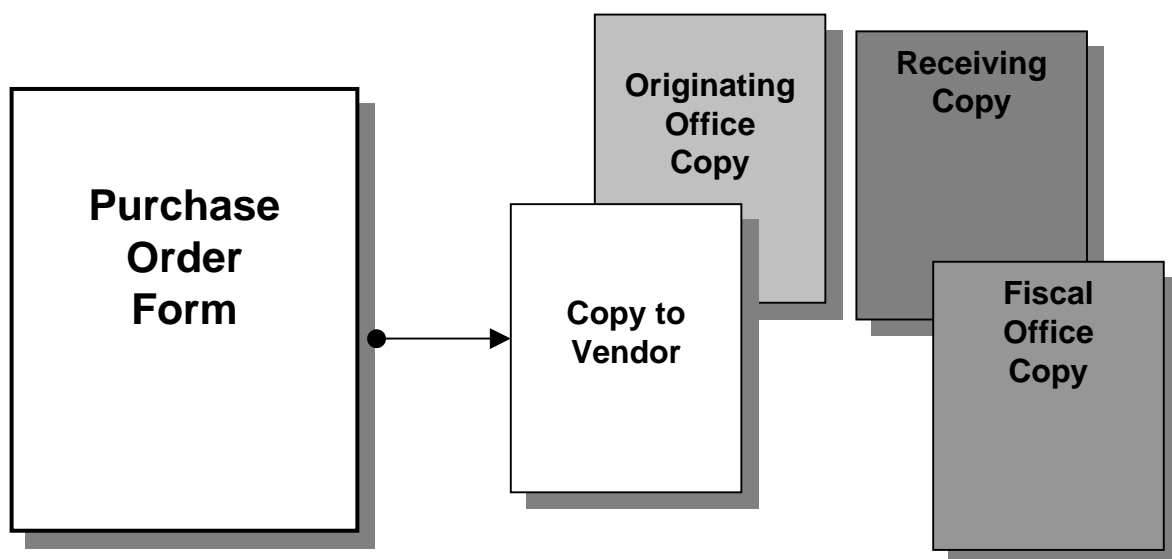


Figure 2

## Chapter 2 - Records Inventory And Evaluation

### RECORD SERIES

A record series is a group of like records that are filed together and treated as a unit for records management purposes. A records series may consist of many separate files, but it is treated as a single unit for all purposes relating to records retention.

A familiar example is "personnel files" one of which exists for every employee in the organization. Even though there may be hundreds or thousands of these files, they are referred to as a records series – "personnel files" - for records retention purposes

### RECORDS INVENTORY

The first step in developing records retention and disposition schedules is to determine what records exist in an agency. This is ideally accomplished by taking a records inventory. The records inventory can be performed agency-wide or on an office by office basis.

The records inventory identifies and quantifies the records created and received by an agency. The inventory is the first step in the development of an agency's (department's) records program and becomes the working document for records retention and disposition schedules, file plans and essential records programs.

Simply defined, the records inventory is a list of each record series, together with an indication of where it is located and other pertinent data.

The inventory is not:

- A document by document listing
- A folder by folder listing

Non-record materials are not required to be included in the inventory. However, since non-records are discoverable and admissible as evidence it is advisable to *include* them in the inventory and describe them thoroughly. If they are duplicates or extra copies, indicate that they are not the record copy and show their use and proposed retention.

The inventory frequently produces some startling results. If an agency or department has not been following a systematic records disposition program the inventory will probably reveal:<sup>2</sup>

- 40% of the total volume will remain in the office.
- 30% of the total volume may be destroyed immediately.
- 30% of the total volume may be boxed and shipped to inactive storage.

### TAKING THE INVENTORY

There are basically two methods of inventorying records: the physical inventory and the survey / questionnaire. In the physical inventory, personnel especially trained by and working for the agency records management unit inventory all records in an agency. They use a carefully designed inventory form which provides for all necessary information. The physical inventory is the most accurate and complete method for determining exactly what records exist in an agency.

In the questionnaire method, a well designed questionnaire(s) is distributed to all unit managers for completion by personnel from each unit. This requires commitment and cooperation from each unit. This method can be efficient and effective providing that the individual units cooperate fully with the records management staff.

Before the inventory begins, agency structure, the levels of authority and program responsibilities need to be understood. They can serve as clues to the existence and location of records within the agency. The following matters should be considered:

- Which are the key line and staff offices?
- What programs does the agency have?
- What units are responsible for developing policies?
- What units are charged with carrying out policies?
- What is the nature of staff support activities?

Equally important is a prior knowledge of the agency or department filing systems. The following questions need to be answered:

- Is there a prescribed agency wide filing system? If so, how widely is it used?
- Is there a prescribed file classification system?
- Is there a central file? Does it operate as planned? At what levels?
- Is there an automated records management system or document management system in use by the agency.
- Where is essential documentation likely to be?

### RECOMMENDED INVENTORY FORMAT

The records inventory worksheet recommended is illustrated in Figure 3. This form is available from the Records Management Division, Arizona State Library, Archives and Public Records. The form can be used for either a physical inventory or as a questionnaire. It should be filled out completely and correctly as it will be the basis for any proposed retention and disposition schedules

<sup>2</sup>ARMA International, Overview of Records and Information Management, 1985.

RECORDS INVENTORY WORKSHEET	
AGENCY:	DIVISION:
SUB-ORG. UNIT:	CONTACT NAME:
RECORD SERIES NAME:	
<input type="checkbox"/> Official Copy <input type="checkbox"/> Info. Copy	
RECORDS MEDIUM:	
<input type="checkbox"/> Paper <input type="checkbox"/> Microfilm <input type="checkbox"/> Electronic/Computer <input type="checkbox"/> Electronic Image	
DESCRIPTION (IF NAME IS NOT DESCRIPTIVE):	
<hr/> <hr/>	
INCLUSIVE DATES IN FILE:	
From _____ Through _____	
RECORD(FILE) CUT-OFF:	
<input type="checkbox"/> After Calendar Year <input type="checkbox"/> After Fiscal Year <input type="checkbox"/> After Event (case completion; project completion; etc.)	
VOLUME OF RECORDS (SELECT ONE):	
_____ cubic feet    _____ lineal inches    _____ file drawers	
USE FREQUENCY OF RECORDS:	
current year _____ ref./month    2 thru 5 years old _____ ref./month past year _____ ref./month    over 5 years old _____ ref./month	
RETENTION:	
Legal Requirement: _____ years after _____ Citation _____	
Office Recommendation _____ years after _____	
Current retention from approved schedule _____ years after _____	
ELECTRONIC/COMPUTER MEDIA ONLY:	
Operating system: _____	
Application program: _____	
Data format: _____	
COMMENTS:	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	

RMC-9 R3/98

Figure 3

## Chapter 3 – Records Evaluation / Appraisal

### EVALUATION / APPRAISAL

Evaluation is a term used by records managers to determine the retention value of various record series. The information gathered in the records inventory is used to evaluate the records for determining retention periods. Evaluation for retention periods is based on:

- Statutory or regulatory requirements
- Audit requirements
- Practical need or value

*Statutory or regulatory requirements* for specific records retention periods are infrequent. Statutes and regulations are sometimes geared toward actions rather than records. Records retention may be inferred, however, by the need to provide evidence of a particular action. When a statute or regulation is being cited as the basis for a retention period, the specific statute or regulation must be indicated on the records inventory and on the subsequent retention schedule.

*Audit requirements* usually apply only to financial or fiscal records. These requirements are most often limited to retention for three to five years. Federal requirements are almost always listed in the Code of Federal Regulations (CFR) and are therefore also regulatory requirements. Do not assume retention periods based on what an individual auditor wants. This determination should be made only by the auditing authority.

*Practical need* is determined by specific values:

- **Administrative value.** Records which help or document administrative activities have administrative value. Retention can vary greatly on these records depending on just what the records document. Many documents at operational levels are actually non-records by definition because they are duplicates of record copies and/or they are working papers which are summarized into higher level records.
- **Evidential value** refers to records which provide evidence of an agency's organizational structure and functions. They include policies, directives, board minutes, organizational documents, etc. Most of these records have long term or archival value. Fortunately, these are a very small percentage of an agency's records.
- **Informational value** is based on the information contained in the records. Informational value usually decreases with time. Informational value can most often be determined by studying the use of the record series over a period of time.

### APPRAISAL OF PERMANENT / ARCHIVAL RECORDS

The Arizona History and Archives Division identifies, collects, preserves and provides access to state and local government records of Arizona, for the purposes of retaining evidence about public policies and programs, providing protection or verification of individual's rights, and maintaining information about noteworthy people, issues, places and events that make up the story of Arizona's history.

Appraisal is a term used by archivists meaning the assessment of the records for historical value. The appraisal criteria used by archivists include:

- Who created the record.
- How the records were used.
- What information is contained in the record.
- Who might use the records in the future.

These records are usually considered for "permanent" retention at the State Archives.

"Permanent", as used by records managers and archivists, literally means forever, and records with this value are relatively rare. Records archival value usually comprise three to five percent of the total of all government records. Frequently original copies of evidential records are of archival value. These include:

1. Board Minutes of boards, commissions and committees established by statute, resolution, proclamation or ordinance
2. Original or "official" copies of formal policy directives
3. One copy of the agency annual reports
4. Original copy of organizational documentation including charts
5. Records documenting a historic or "landmark" event

The archivists at the History and Archives Division welcome the opportunity to appraise agency records. Please call 602-542-4159 to arrange for a professional appraisal.

Arizona law A.R.S. §39-101 prescribes the materials and storage conditions required for permanent public records and prescribes the penalty for non-compliance.

### DETERMINING RECORDS RETENTION

The evaluation process is used to determine the retention period best suited to a record series. No record should be destroyed while it still has significant value. On the other hand, no record should be retained after its value has been exhausted.

Records should never be retained only because "someone might need them someday." Maintaining records uses valuable resources and is costly — only records of value should be maintained.



Most records are kept for informational value. Usually, informational value decreases as time passes. A "typical" record will have most of its informational value immediately after its receipt or creation. This value then drops off or decreases over a period of time.

Ultimately, the determination of government records retention periods is the responsibility of the Arizona State Library, Archives and Public Records (A.R.S. §§41-1347 and 41-1351).

## Chapter 4 - Records Retention and Disposition Schedules

### SCHEDULING RECORDS

The primary objective of the records inventory and records evaluation is to provide the data necessary to produce records retention and disposition schedules. These schedules are simply timetables that identify the length of time records must be kept in active and inactive status prior to final disposition.

A records retention and disposition schedule describes the life-cycle of specific record series. It is a reference and a management tool to be used to prescribe the time to retire records to inactive status and eventually the time to destroy or otherwise dispose of the records. A.R.S. §41-1346 requires that each state and local agency submit proposed retention and disposition schedules to the Arizona State Library, Archives and Public Records.

Records Retention and Disposition Schedules are best developed along organizational lines, with schedules written for specific organizational units. Organizationally-based schedules facilitate both transfer of inactive records to an inactive records center and final destruction of old records.

Retention schedules should be reviewed at least every 2 years and revised as needed. Since public laws, regulations and office operations are constantly revised, improvements in equipment and work methods become necessary. The information resources of public agencies must adapt to respond to these changes. Revisions to retention schedules may be initiated by either agency management or the Arizona State Library, Archives and Public Records.

### MUNICIPALITY RECORDS CENTER

As independent political subdivisions, Arizona municipalities may establish their own central records centers. A records center is usually a facility designed and used to house inactive records in a controlled but inexpensive environment. Any municipality operating or planning for a records center is welcome to call Arizona State Library, Archives and Public Records for free advice or consultation at 602-542-3741.

### RECORDS RETENTION AND DISPOSITION SCHEDULE

The required format for the retention and disposition schedule is illustrated in Figure 5. Some municipal agencies may want to prepare their own custom retention and disposition schedules using this form rather than the schedule already provided in this manual. Blank forms are available in both paper and computer format (PDF) from the Records Management Division, 602-542-3741. A “fillable” PDF version is also available for

downloading from the Record Management Division web pages at [www.lib.az.us](http://www.lib.az.us)

### CONCURRENCE BY MUNICIPALITY AGENCY MANAGEMENT

Prior to submission to Arizona State Library, Archives and Public Records for approval, retention schedules must have the concurrence of the management of the office or agency submitting the schedules. There is a place for a signature in the upper right part of the form.

Following Arizona State Library, Archives and Public Records approval, it is advisable to incorporate the retention schedule into the agency directives or policies.

### AUTHORIZATION TO DESTROY RECORDS

After approval by the Arizona State Library, Archives and Public Records, the retention and disposition schedules become the authorization to destroy records or to transfer records to the State Archives at a designated point in time. No further authority is required to destroy the records.

### CAVEAT (WARNING)

***Records retention and disposition schedules DO NOT preempt good judgement. Records required for legal discovery or ongoing audit purposes beyond the prescribed retention must be maintained until cleared by the appropriate authority before destruction. Contact the Records Management Division whenever records are required because of a law suit, special or ongoing audit or criminal investigation.***

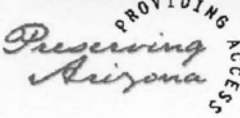
RECORDS RETENTION AND DISPOSITION SCHEDULE						
		Arizona State Library, Archives and Public Records <b>RECORDS MANAGEMENT DIVISION</b> 1919 West Jefferson Street Phoenix, Arizona 85009 Phone: 602-542-3741 Fax: 602-542-3890 E-mail: rmd@lib.az.us				
<b>PAGE 1 of</b>						
State Agency Password		Political Subdivision		Agency Name		
Org. Unit/Division			Office		Phone	
Address			City		AZ Zip	
Submitted By (Name)		Title		Signature <b>X</b>		
Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.						
No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS
			Off.	R.C.	Total	(Include start point of retention.)
						Supersedes Schedule Dated:
Approved by: <b>X</b> Director, Arizona State Library, Archives and Public Records <small>RMC-2 R9/01</small>					Approval Date:	

Figure 4

## Chapter 5 – General Records Retention Schedules

### GENERAL SCHEDULES

General schedules are comprised of record series that are common to all agencies. Rather than develop retention and disposition schedules for each agency including these common record series, a general schedule is developed to cover all the like offices in various agencies.

The general retention and disposition schedules ensure consistent and standardized retention periods for similar record series from various agencies. The record series included are usually administrative in nature and are not those records specific to the mission of the agency.

The general schedules included in this manual are designated “All” to indicate their appropriateness for all agencies. They list many common record series, and provide retention and disposition requirements for these records. The schedules have all the necessary authorization and represent the legal, practical and economical life cycles for these records.

No further authorization is required to destroy these records after the total retention period is over. However, *destruction of these records must be reported to Arizona State Library, Archives and Public Records.* See Chapter 8, Records Destruction.

*These schedules DO NOT preempt good judgement. Records required for legal or audit purposes beyond the recommended retention must be maintained until cleared by the appropriate authority before destruction.*

### FUNCTIONAL SCHEDULES

The general records are functional in nature with the following functions covered:

- All - Office Administration
- All – Agency/Dept. Management
- All – Agency Financial

**OFFICE ADMINISTRATION** records are those common to all (or most) office or unit locations within any agency. The record series covered in this schedule are broad and general by nature and may include many specific types of documentation and information.

**AGENCY MANAGEMENT** records are those that are concerned with the actual management of a complete agency. The records included in this schedule are common to virtually all municipality agencies and are of a general nature. Specific records produced in the management of the agency which **directly** concern the objective or mission of the agency are either found in the model retention schedules or must be listed on a separate customized retention and disposition schedule and

submitted to Arizona State Library, Archives and Public Records.

**AGENCY FINANCIAL** records are *copies* of original financial records being maintained for information and administrative purposes by the originating agency. They are **not** the official copy used in the course of a financial audit. The *official* copies are filed at the municipality finance office. They are records retained strictly for the administration of the agency. If an agency is maintaining the original/official copies of financial records the agency should use the “Finance” retention and disposition schedule.

## Chapter 6 - Model Standardized Retention Schedules for Municipal Officials and Agencies

### MODEL SCHEDULES

This chapter contains records retention and disposition schedules for most municipality officials and agencies. The schedules are organized alphabetically by the title of the official or the name of the agency:

- All - Office Administration
- All - Agency Financial
- All - Agency/Dept. Management
- Administrator/Manager
- Attorney, Municipal
- Building Safety/Permits
- Clerk, Municipal
- Court, Municipal
- Economic/Community Development
- Equipment/Vehicle Services
- Facilities Management
- Finance
- Fire Department
- Housing
- Internal Audit
- Library
- Mayor's Office
- Parks and Recreation
- Personnel/Human Resources
- Planning and Zoning
- Police
- Public Works/Landfill
- Public Works/Transportation
- Public Works/Water and Sewer
- Purchasing/Procurement

These records retention and disposition schedules were originally developed from schedules submitted by various municipality officials and agencies.

### LEGAL APPROVAL

The following retention and disposition schedules have been approved by the Director, Arizona State Library, Archives and Public Records pursuant to ARS §41-1347 and 41-1351.

These schedules may be used by any municipality official or agency. Records destroyed in accordance with these schedules must be reported to the Arizona State Library, Archives and Public Records on a *Report of Records Destruction*. This procedure is described in Chapter 8.

### CUSTOM RETENTION SCHEDULES

If the model records retention and disposition schedules do not meet the needs of a particular official or agency then customized and individualized schedules are

recommended. Development of these schedules is described in Chapters 3 and 4.

Some of Arizona's municipalities have a records manager or records management coordinator. The individual in this position should be able to assist officials or agencies in developing customized schedules.

The Records Management Division of the Arizona State Library, Archives and Public Records is also a source of assistance when developing customized records retention and disposition schedules. The Records Management Division has Records Management Analysts on staff to assist with the development of schedules. For assistance call (602) 542-3741.

### FOLLOWING RETENTION SCHEDULES

Whether the model schedules are used or custom schedules developed, the retention periods for the records series should be followed carefully and faithfully. The retention and disposition schedules comprise an approved routine records program so long as they are followed.

There is no danger of being accused of destroying documentary evidence if the schedules are followed carefully and not selectively. Records must never be destroyed for the purpose of eliminating potentially damaging evidence. On the other hand, the courts have recognized that records destroyed in the course of normal business and through a documented records retention program are legitimately not available if requested past their scheduled destruction date.

***Records retention and disposition schedules DO NOT preempt good judgement. Records required for legal discovery or ongoing audit purposes beyond the prescribed retention must be maintained until cleared by the appropriate authority before destruction. Contact the Records Management Division whenever records are required because of a law suit, special or ongoing audit or criminal investigation.***

Records subpoenaed or otherwise required by the court, pertinent to current or pending litigation or currently subject to audit should not be destroyed even if the approved schedule indicates they could be.

Similarly, if you believe records should be kept beyond their retention period because they have historical or archival value, contact Records Management Division to request an extension.

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 3**

<b>ALL ARIZONA MUNICIPALITIES</b>				<b>Function: All – Office Administration</b>		
Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.						
No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS
			Off.	R.C.	Total	(Include start point of retention.)
1	<p><b>NOTE: "Office Administration" records are those administrative records that may be found in any organizational unit office.</b></p> <p>General correspondence - not related to a specific case or project:</p> <p>a. Official copy (signed original or a copy of the signed original)</p> <p>b. Final draft maintained in a computer system on hard disk, floppy disk or server.(non-record copy retained for convenience)</p> <p>c. Earlier drafts (paper or electronic form)</p> <p>d. Other copies (paper or electronic form) retained for convenience</p> <p><b>NOTE: General Correspondence covers a very wide variety of subjects from a wide variety of authors. Some of these materials may have long term or historical value. Contact History and Archives Division if you wish a professional archival appraisal of any of these documents.</b></p>		-	-	2	After created or received
			-	-	3mo	After official copy created
			-	-	-	After superseded
			-	-	3mo	Or after informational value is served, whichever is sooner
2	<p>E-mail:</p> <p>a. Records* (including sender and receiver identification, time and date sent and received, and complete message) preserved and retained on a PC or on a server</p> <p>b. Records* (including sender and receiver identification, time and date sent and received, and complete message) printed to paper and preserved and retained in that form</p>		-	-	-	Retain for the same length of time as required for other forms of the record
			-	-	-	Retain for the same length of time as required for the record series
						<b>Supersedes Schedule Dated: September 15, 1999</b>
<b>Approved by:</b> <b>X GladysAnn Wells</b> Director, Arizona State Library, Archives and Public Records						<b>Approval Date:</b>  <b>October 10, 2001</b>

**May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 2 of 3**

ALL ARIZONA COUNTIES			Function: All – Office Administration			
Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.						
No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS
			Off.	R.C.	Total	(Include start point of retention.)
	c. Records* sent as attachments to e-mail d. Routine non-record communications e. E-mail server backups f. E-mail user directories and distribution lists  <b><i>*Meeting the requirements of the definition of a record pursuant to A.R.S. §41-1350.</i></b>		-	-	-	Retain for the same length of time as required for other forms of the record
			-	-	3mo	Or after informational value is served, whichever is sooner
			-	-	1mo	After date backup was run
			-	-	-	Maintain current
3	Transitory materials including correspondence of little or limited reference value, transmittals and informational bulletins		-	-	3mo	After created or received
4	Appointment calendars		-	-	1	After calendar year created
5	Reference materials including duplicate files or documents, periodicals, catalogs, published reports, etc (non-records)		-	-	3	Or after informational value is served, whichever is sooner
6	Working documents including notes, drafts, feeder reports, etc. used in the development of final or summary records		-	-	-	After completion of the final record
7	Progress/Activity reports (except official agency annual report) including weekly or monthly reports to supervisors and managers a. Reports containing statistics useful for trend analysis and not carried forward to subsequent reports b. Reports not containing useful statistics or containing statistics carried forward to subsequent reports				10	After fiscal year created or compiled
			-	-	1	After fiscal year created or compiled
						<b>Supersedes Schedule Dated: September 15, 1999</b>
Approved by: <b>X GladysAnn Wells</b> Director, Arizona State Library, Archives and Public Records						Approval Date:  <b>October 10, 2001</b>

**May 2002**

**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 3 of 3****ALL ARIZONA MUNICIPALITIES**

Function:

**All – Office Administration**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
8	Office internal administration records including work procedures, office assignments, work schedules, etc.		-	-	3	After revised or discontinued
9	Logs including telephone message logs, sign-in sheets, etc.		-	-	1	After last entry date
10	Employee time and leave documents (unit of assignment copy only) including leave requests and time sheets		-	-	1	After calendar year created
11	Financial documents (office copies only) including order requisitions, purchase orders, claims, travel claims, invoices, cash receipts, petty cash, etc.		-	-	1	After fiscal year created or received
12	Voice mail		-	-	-	Erase or otherwise destroy messages following taking required action.
13	Voice mail backup		-	-	1mo	After date backup is run
14	Employee personnel files (supervisor's copy)		-	-	6mo	After termination or transfer
						<b>Supersedes Schedule Dated: September 15, 1999</b>

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001****May 2002**



# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 2**
**ALL ARIZONA MUNICIPALITIES**

Function:

**All – Agency Management**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
	<b>NOTE: "Agency Management" records are those records usually found in the office of the agency director or chief executive.</b>					
1	Minutes: a. Municipal Council (office copy)  b. Decision making committees, boards or commissions c. Advisory committees, boards, commissions, task forces, ad hoc groups, etc. d. Audio or video tapes of open meetings		-	-	3	After fiscal year of meeting (official copy at Clerk of the Board) Preserve pursuant to A.R.S. §39-101
			-	-	Perm	
			-	-	3	After calendar year created
			-	-	3mo	After date of meeting and transcription of minutes
2	Other records of committees, boards, commissions, etc. including agendas, notes, correspondence, etc.		-	-	3	After calendar year created
3	Final reports generated by special committees, task forces, commissions, consultants, etc. a. Reports resulting in no action by governing body b. Reports resulting in a project or program <b>NOTE: Some of these reports may involve high profile or otherwise noteworthy projects that may have long term or historical value. Contact History and Archives Division if you wish a professional archival appraisal of any of these files.</b>		-	-	5	After report submitted
			-	-	-	File with project or program records
4	Agency policies, directives, or administrative orders (official copy)		-	-	Perm	Preserve pursuant to A.R.S. §39-101
<b>Supersedes Schedule Dated: September 15, 1999</b>						

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001**
**May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 2 of 2**

ALL ARIZONA MUNICIPALITIES		Function: <b>All – Agency Management</b>				
Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.						
No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS
			Off.	R.C.	Total	(Include start point of retention.)
5	Agency annual report to municipal council or municipal manager (agency copy)		-	-	10	After year reported
6	Legislation/lobbying files		-	-	5	After calendar year of activity
7	Record retention and disposition schedules (agency copies)		-	-	1	After revised (Official copy at ASLAPR.)
8	Certificate (reports) of records destruction		-	-	2	After fiscal year records destroyed (Official copy at ASLAPR.)
9	Approved requests for imaging utilization		-	-	1	After renewed or terminated
10	Intergovernmental agreements (IGAs)		-	-	3	After canceled, suspended, expired or replaced with new IGA
11	Audit reports a. Municipal audit (agency copy)		-	-	5	After audit completed (Official copies filed with the municipal clerk) <b>NOTE: Pursuant to A.R.S. § 9-481 one copy of the audit shall be sent to the Arizona State Library, Archives and Public Records.</b>
	b. Agency audits		-	-	5	After audit completed
12	Public Information Records including press releases, photographs, scrap books, public service announcements, etc.		-	-	Perm	Preserve pursuant to A.R.S. §39-101
						<b>Supersedes Schedule Dated: September 15, 1999</b>
<b>Approved by:</b> <b>X GladysAnn Wells</b> Director, Arizona State Library, Archives and Public Records						<b>Approval Date:</b>  <b>October 10, 2001</b>

**May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 1**
**ALL ARIZONA MUNICIPALITIES**

Function:

**All – Agency/Dept. Financial**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Agency budget request including work papers (agency copy)		-	-	3	After fiscal year submitted
2	Agency appropriated budget (agency copy)		-	-	3	After fiscal year concerned
3	Expense accounting records including requisitions, purchase orders, receiving documents, claims, etc. (agency copy)		-	-	1	After fiscal year created or received (official copy at municipal finance office)
4	Revenue accounting records including cash receipts (agency copy)		-	-	1	After fiscal year created or received (official copy at municipal finance office)
5	Employee time and leave records including leave request documents and time sheets (agency copy)		-	-	1	After calendar year created or received (official copy at municipal finance office)
6	Capital inventory		-	-	1	After fiscal year created (official copy at municipal finance office)
7	Grant files (agency copy)		-	-	1	After final payment on grant (official copy at municipal finance office)
<b>NOTE: This schedule is for agency convenience copies only. If any of these records are the official record, refer to the "Finance" schedule.</b>						
<b>Supersedes Schedule Dated: September 15, 1999</b>						

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001**
**May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 1**
**ALL ARIZONA MUNICIPALITIES**

Function:

**Administrator/Manager, Municipal**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Activity reports submitted by municipality agencies: a. Weekly, monthly or quarterly submissions b. Annual reports		-	-	1	After fiscal year received
			-	-	10	After fiscal year received
2	Special project files <i>Some items in this record series documenting high profile issues should be retained for historical purposes. Consult with the State History and Archives Division (602-542-4159)</i>		-	-	5	After completion of project
3	Citizen complaint files		-	-	3	After file closed
						Supersedes Schedule Dated: September 15, 1999

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001**
**May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 1**
**ALL ARIZONA MUNICIPALITIES**

Function:

**Attorney, Municipal**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Arrest records (office copies)		-	-	2	After calendar year of arrest (Official copy at police dept.)
2	Case files:					
	a. Civil (except traffic)		-	-	3	After case closes
	b. Civil traffic		-	-	1	After case closes
	c. Condemnations		-	-	3	After case closes
	d. Criminal (except traffic)		-	-	1	After case closes
	e. Criminal traffic including DUIs		-	-	5	After case closes
	f. Zoning		-	-	3	After case closes
	<b><i>Some items in this record series documenting high profile issues should be retained for historical purposes. Consult with State History and Archives Division (602-542-4159)</i></b>					
3	Contracts, leases and agreements (office copies)		-	-	1	After receiving copy for review (Official copy at municipal clerk's office.)
4	Legal opinions		-	-	10	After calendar year issued
5	Subpoenas and summons		-	-	1mo	After served
6	Victim assistance grants (State funded)		-	-	5	After fiscal year received
7	Covenants not to sue or not to enforce		-	-	6	After receipt of covenant
8	Tax liens		-	-	3	After lien is cleared
						<b>Supersedes Schedule Dated: October 10, 2001</b>

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**April 4, 2002**
**May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 1**
**ALL ARIZONA MUNICIPALITIES**

Function:

**Building Safety/Permits**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Construction plans, specs. and computations: a. Single family residential b. Commercial/Industrial c. Other including signs		-	-	3mo 5 3mo	After completion of work covered After completion of work covered After completion of work covered
2	Inspection reports and summaries: a. Single family residential b. Commercial/Industrial c. Other including signs		-	-	3 3 1	After calendar year permit is issued After calendar year permit is issued After calendar year permit is issued
3	Building permits		-	-	Perm	Preserve pursuant to A.R.S. §39-101
4	Permit supporting documents		-	-	1	After calendar year permit is issued
5	Certificate of occupancy		-	-	Perm	Preserve pursuant to A.R.S. §39-101
6	Code violation notices		-	-	3	After calendar year issued
7	Appealed code violations		-	-	3	After calendar year issued
8	Inspection schedules		-	-	1	After calendar year created
						<b>Supersedes Schedule Dated: September 15, 1999</b>

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001**
**May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 5**
**ALL ARIZONA MUNICIPALITIES**

Function:

**Clerk, Municipal**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Minutes of council meetings including agendas		-	-	Perm	Preserve pursuant to A.R.S. §39-101
2	Minutes of council executive sessions (confidential)		-	-	3	After date of the meeting (recommend <b>not</b> audio or video recording)
3	Minutes of meetings of other decision making bodies		-	-	Perm	Preserve pursuant to A.R.S. §39-101
4	Minutes of meetings of advisory or study committees (non-decision making bodies)		-	-	3	After calendar year prepared
5	Audio and video recordings of open meetings:					
	a. Council meetings		-	-	3mo	After minutes are transcribed and accepted
	b. Other meetings with transcribed minutes		-	-	3mo	After minutes are transcribed and accepted
	c. Other meetings where the recording is considered the minutes		-	-	3	After date of meeting
6	Council Packets		-	-	-	After administrative value is served
7	Meeting notices		-	-	2	After date of meeting
8	Mayor's annual speech or report to council		-	-	Perm	Preserve pursuant to A.R.S. §39-101
9	Ordinances (municipal codes)		-	-	Perm	Preserve pursuant to A.R.S. §39-101
10	Resolutions		-	-	Perm	Preserve pursuant to A.R.S. §39-101
11	Proclamations		-	-	2	After issued
12	Charter, amendments and incorporation files		-	-	Perm	Preserve pursuant to A.R.S. §39-101

**Supersedes Schedule Dated:  
September 15, 1999**

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001**
**May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 2 of 5**
**ALL ARIZONA MUNICIPALITIES**

Function:

**Clerk, Municipal**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
13	Code books: a. Municipal codes (see Ordinances) b. Uniform codes		-	-	Perm 5	Preserve pursuant to A.R.S. §39-101 After codes revised
14	Franchises, licenses, etc. (utilities, cable TV, etc.)		-	-	6	After expired or revoked
15	Licenses/permit files: a. Liquor  b. Continuing activities c. Single event		-	-	2  3 3	After calendar year of council recommendation After expired and not renewed After issued
16	Contracts: a. Real estate construction  b. Goods and services c. Individual employment d. Lease purchase of equipment  e. Equipment lease (no purchase)		-	-	3  6 6 3 6	After asset disposed of (but not less than 6 years after acquisition) After expired, canceled or revoked After expired, canceled or revoked After asset disposed of (but not less than 6 years after acquisition) After expired, canceled or revoked
17	Intergovernmental agreements (IGAs)		-	-	6	After expired, canceled or revoked
18	Insurance policies and files		-	-	6	After expired, canceled or revoked
19	Public notices and affidavits of publication		-	-	2	After calendar year of public meeting
20	Deeds		-	-	3	After fiscal year property is disposed of
21	Abandonments		-	-	Perm	Preserve pursuant to A.R.S. §39-101
22	Easements		-	-	Perm	Preserve pursuant to A.R.S. §39-101
23	Subdivision plats (recorded copies)		-	-	Perm	Preserve pursuant to A.R.S. §39-101
Supersedes Schedule Dated: September 15, 1999						

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001**
**May 2002**



# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 3 of 5**
**ALL ARIZONA MUNICIPALITIES**

Function:

**Clerk, Municipal**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
24	Bond files		-	-	3	After fiscal year bond is paid or retired
25	Municipal budgets:					
	a. Approved and appropriated budget		-	-	Perm	File with minutes adopting budget <b>Send a copy of this budget to ASLAPR, Research Division</b> After fiscal year submitted
	b. Working files including dept. requests, supporting documents, etc.		-	-	3	After fiscal year submitted
26	Bequests (gifts documentation showing municipal ownership)		-	-	3	After asset is disposed of (not less than 6 years after acquisition)
27	Special/improvement district bond issue files		-	-	3	After bond issue retired
28	Sales tax reports		-	-	3	After prepared or received
29	State compensation reports		-	-	4	After fiscal year prepared
	<b>NOTE: The following (30 –42) are election records. Refer to A.R.S. §9-821 and §16-403.</b>					
30	Nomination papers and petitions (required pursuant to A.R.S. §§ 16-311, 16-312 and 16-314)		-	-	2	After election
31	Official election returns (required pursuant to A.R.S. §16-615)		-	-	6mo	After election
32	Unofficial election returns (required pursuant to A.R.S. §16-616)		-	-	6mo	After election
33	Election signature rosters (required pursuant to A.R.S. §16-617)		-	-	6	After election
34	Election precinct registers (required pursuant to A.R.S. §16-617)		-	-	6mo	After election
						<b>Supersedes Schedule Dated: September 15, 1999</b>

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001**
**May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 4 of 5**
**ALL ARIZONA MUNICIPALITIES**

Function:

**Clerk, Municipal**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
35	Election abstracts of vote (required pursuant to A.R.S. §16-618)		-	-	6mo	After election
36	Election condensed abstracts of vote (required pursuant to A.R.S. §619)		-	-	6mo	After election
37	Tabulation of condensed abstracts (required pursuant to A.R.S. §16-620)		-	-	6mo	After election
38	Election official canvass (required pursuant to A.R.S. 16-646)		-	-	2	After Election. Forward certified permanent copy to the mayor, council of legal designee immediately following election
39	Statements of contributions and expenditures by candidates at primary elections (required pursuant to A.R.S. §§ 16-905 – 16-907)		-	-	3	After term of office if elected, after election if not elected
40	Reports of collections and expenditures by campaign committee or other club or person (required pursuant to A.R.S. §§16-609 and 16-914.		-	-	3	After term of office if elected, after election if not elected
41	Statements of contributions and expenditures by a candidate at general or special elections (required pursuant to A.R.S. §16-913		-	-	3	After term of office if elected, after election if not elected.
42	Statements of collections, contributions and expenditures for a statewide or initiative (required pursuant to A.R.S. §16-916)		-	-	3	After election
43	Oaths of office and loyalty oathw		-	-	5	After term of office expires or employment terminates
44	Financial disclosure statements filed pursuant to A.R.S. § 38-545		-	-	2	After last term of office served

**Supersedes Schedule Dated:  
September 15, 1999**

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001**
**May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 5 of 5**
**ALL ARIZONA MUNICIPALITIES**

Function:

**Clerk, Municipal**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
45	Petitions and complaints including unsolicited		-	-	3	After received
46	Cemetery internment records		-	-	Perm	Preserve pursuant to A.R.S. § 39-101
47	Legal opinions (official cop at attorney's office)		-	-	10	After issued
48	Progress/activity reports received from various municipal agencies		-	-	2	After calendar year received
49	Municipal annual report (official copy)		-	-	Perm	Preserve pursuant to A.R.S. § 39-101 <b>Send a copy of this report to ASLAPR, Research Division</b>
50	Annexation files: a. Recorded maps b. Petitions c. Property valuations		-	-	Perm 2 3	Preserve pursuant to A.R.S. § 39-101 After annexation date After annexation date
51	Certificate of sale		-	-	3	After recorded
52	Municipal audit reports, official copies (minimum 2)		-	-	10	After audit completed  <b>NOTE: Pursuant to A.R.S. § 9-481 one copy of the audit shall be sent to Arizona State Library, Archives and Public Records (Research Division).</b>
						<b>Supersedes Schedule Dated: September 15, 1999</b>

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001**
**May 2002**

**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 1 of 3**

ALL ARIZONA MUNICIPALITIES			Function: <b>Court, Municipal</b>			
No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS
			Off.	R.C.	Total	(Include start point of retention.)
1	<p><b>NOTE: This schedule has been copied into ASLAPR format, but retention periods are per Supreme Court administrative order 99-80.</b></p> <p>Court files:</p> <p>a. Civil traffic cases</p> <p>b. misdemeanors and criminal traffic</p> <p>    i. Petty offenses</p> <p>c. Parking violations</p> <p>d. Orders of protection and injunctions against harassment</p> <p>e. Recordings of court proceedings, unless otherwise covered by this schedule</p> <p>f. Preliminary hearing cases:</p> <p>    i. Misdemeanor plea is accepted</p> <p>    II. Felony</p> <p>g. All other civil cases including small claims, forcible detainers, local ordinances and other civil judgements involving monetary awards</p> <p>    i. Civil traffic defaults</p> <p>    II. Other civil cases including dismissed cases.</p> <p>h. Non-case specific documents, ie. Initial appearances, scratches, etc.</p>					
			-	-	1	After final adjudication and satisfaction of judgement
			-	-	5	After final adjudication and completion of sentence
			-	-	1	After final adjudication and completion of sentence
			-	-	6mo	After final adjudication and payment of any fines
			-	-	5	After dismissal or expiration of the order
			-	-	6mo	After satisfying Rule 2B Superior Court Rules of Appellate Procedure Criminal
			-	-	5	After final adjudication and completion of sentence
			-	-	6mo	After discharged or transmitted to Superior Court.
			-	-	5	After final judgement and satisfaction of judgement
			-	-	5	After final judgement
			-	-	1	After final judgement and satisfaction of judgement
			-	-	6mo	After created
2	<p>Administrative records of the court:</p> <p>a. Docket records, clerk indexes, register of actions, case file indexes or other chronological listings of cases events and comments</p> <p>    i. Civil traffic</p>					
			-	-	1	After default or final satisfaction of judgement and sentence
Approved by: <b>Supreme Court Admin. Order 99-80</b> Director, Arizona State Library, Archives and Public Records						Approval Date: <b>Dec. 29, 1999</b>

**May 2002**

**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 2 of 3**

<b>ALL ARIZONA MUNICIPALITIES</b>			Function: <b>Court, Municipal</b>			
<b>No.</b>	<b>RECORD SERIES</b>	<b>R.S. Code</b>	<b>RETENTION (YR.)</b>			<b>REMARKS</b>
			<b>Off.</b>	<b>R.C.</b>	<b>Total</b>	<b>(Include start point of retention.)</b>
	ii. Civil (non-traffic)		-	-	5	After final satisfaction of judgement (Renewal of judgement for individual cases requires continued maintenance of supporting docket information.)
	III. Civil (non-traffic)		-	-	5	After default or final satisfaction of sentence
	IV. Parking violations		-	-	1	After final adjudication and payment of fine
	b. Scheduling calendars and working files		-	-		After reference value served
	c. Physical evidence records (logs)		-	-	1	After disposal of evidence
	d. Probation reports (if separate from case file), and other non-case specific documents, i.e., initial appearances, scratches, notices of appearance, booking sheets, etc.		-	-	30 day s	After latest report received or sentence satisfied
	e. Employee listings, time sheets and payroll sheets (Non-records. Official copy at city/municipality finance)		-	-	-	After reference value served
	f. COJET records		-	-	-	As required by COJET. Reference 1999 Administrative Guidelines for Judicial Education in Arizona – Reporting Requirements.
	g. General Correspondence		-	-	3	Or after reference value served
	h. Jury files:					Lists generated in accordance with Arizona Revised Statutes, Title 21, Chapters 3 and 4
	i. Master jury lists		-	-	-	After reference value served. Ref. A.R.S. §21-301
	ii. Master jury file		-	-	90 day s	Ref. A.R.S. §21-312
	iii. Juror questionnaires		-	-	90 day s	Ref. A.R.S. §21-314(B)
	iv. Other juror lists (panels, pools and other records:					
	a. Records containing financial information		-	-	3	After fiscal year prepared
	b. Non-financial records		-	-	1	After fiscal year prepared
	i. Statistical reports (to Arizona Supreme Court)		-	-	1	After fiscal year prepared
<b>Approved by:</b> <b>Supreme Court Admin. Order 99-80</b> Director, Arizona State Library, Archives and Public Records						<b>Approval Date:</b> <b>Dec. 29, 1999</b>

**May 2002**

**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 3 of 3**

ALL ARIZONA MUNICIPALITIES			Function: <b>Court, Municipal</b>			
No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS
			Off.	R.C.	Total	(Include start point of retention.)
	j. Court financial records:					
	i. Bank statements, reconciliations, canceled checks, check stubs		-	-	3	After fiscal year created or received
	ii. Cash receipts, cash books and other revenue records		-	-	3	After fiscal year created or received
	iii. Financial/budgetary reports		-	-	3	After fiscal year created or received
	iv. Payment records		-	-	3	After fiscal year created or received
<div> <div> Approved by:  <b>Supreme Court Admin. Order 99-80</b>  Director, Arizona State Library, Archives and Public Records </div> <div> Approval Date:  <b>Dec. 29, 1999</b> </div> </div>						

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 1**
**ALL ARIZONA MUNICIPALITIES**

Function:

**Economic/Community Development**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Census reports (annual or semi-annual)		-	-	10	After calendar year prepared
2	Urban development/redevelopment studies: a. Not resulting in any action or implementation b. Resulting in a project or program		-	-	5	After completed
			-	-	-	File with project or program records <b><i>Some items in this record series documenting high profile issues should be retained for historical purposes. Consult State History and Archives Division (602-542-4159)</i></b>
3	Urban development/redevelopment project files		-	-	5	After completed  <b><i>Some items in this record series documenting high profile issues should be retained for historical purposes. Consult State History and Archives Division (602-542-4159)</i></b>
						<b>Supersedes Schedule Dated: September 15, 1999</b>
Approved by: <b>X GladysAnn Wells</b> Director, Arizona State Library, Archives and Public Records						Approval Date:  <b>October 10, 2001</b>

**May 2002**

**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 1 of 1****ALL ARIZONA MUNICIPALITIES**

Function:

**Equipment/Vehicle Services**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Equipment/vehicle history files		-	-	3	After disposal of equipment/vehicle
2	Equipment/vehicle inventory reports		-	-	3	After fiscal year of report
3	Parts inventory reports		-	-	3	After fiscal year created
4	Parts and supplies purchasing records		-	-	3	After fiscal year created
5	Maintenance/repair work orders		-	-	3	After fiscal year completed
6	Fuel pump receipts		-	-	3	After fiscal year created
7	Accident reports (personal injuries)		-	-	5	After calendar year of accident (29 CFR 1904.2; 29 CFR 1904.4)
8	Accident reports (no personal injuries)		-	-	3	After calendar year of accident
9	Billing records (to various cost centers or organizational units)		-	-	3	After fiscal year created
10	Fuel tank records indicating the location, dimensions and volume of the tanks		-	-	-	Retain for the life of the tank (40 CFR 60.116b)
11	Fuel tank records showing the volatile organic liquid (VOL) stored, the period of storage and the maximum true vapor pressure		-	-	2	After calendar year created (40 CFR 60.116b)
12	Fuel tank inspection records		-	-	2	After calendar year created (40 CFR 60.115b)
13	Fuel tank gap measurement records		-	-	2	After calendar year created (40 CFR 60.113b)
						<b>Supersedes Schedule Dated: September 15, 1999</b>

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001****May 2002**



**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 1 of 1****ALL ARIZONA MUNICIPALITIES**

Function:

**Facilities Management**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Architectural/Engineering requests for proposal		-	-	3	After fiscal year of request
2	Request responses – not selected		-	-	3	After fiscal year of request
3	A/E contracts and agendas		-	-	6	After contract completed, expired, canceled or revoked
4	A/E payment records		-	-	6	After contract completed, expired, canceled or revoked
5	Utility and regulatory fees		-	-	3	After fiscal year incurred
6	Construction request for bids		-	-	3	After fiscal year of bid
7	Construction contracts and agendas including change notices and addenda		-	-	6	After disposal of asset
8	Construction bids – not selected		-	-	3	After fiscal year of bid
9	Construction files including inspection reports, progress reports, meeting minutes, etc.		-	-	6	After construction contract completed
10	“As-built” plans, specifications and shop drawings		-	-	-	Retain for life of the facility (If facility is sold, transfer to new owner.)
						<b>Supersedes Schedule Dated: September 15, 1999</b>

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001****May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 3**
**ALL ARIZONA MUNICIPALITIES**

Function:

**Finance/Accounting**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Audit Reports		-	-	5	After fiscal year received
2	Ledgers and journals (except general ledger annual summary)		-	-	10	After fiscal year prepared (per ADOR)
3	General ledger annual summary or annual financial statement		-	-	Perm	Preserve pursuant to A.R.S. §39-101
4	Banking records including deposits, reconciliations, statements, check or warrant registers, etc.		-	-	10	After fiscal year prepared or received (per ADOR)
5	Checks/warrants (canceled, voided)		-	-	3	After fiscal year returned or voided
6	Unclaimed property records:					
	a. Un-cashed payroll checks/warrants		-	-	10	After date issued (per ADOR)
	b. Un-cashed payment checks/warrants		-	-	10	After date issued (per ADOR)
	c. Unclaimed property reports required per A.R.S. §44-307		-	-	5	After date report is filed (A.R.S. §44-323)
	d. Supporting documentation not previously listed		-	-	5	After date the report is filed (A.R.S. §44-323)
7	Billing and collection files		-	-	3	After fiscal year prepared
8	Capital equipment inventories (updated listings)		-	-	3	After fiscal year prepared
9	Capital equipment disposal authority		-	-	3	After fiscal year prepared
10	Capital equipment amortization records		-	-	3	After fiscal year prepared
11	Cash transaction records including deposits, receipts, fund transfers, etc.		-	-	3	After fiscal year prepared
12	Documentation for federal grants		-	-	3	After fiscal year of final expenditure report submitted. Refer to specific requirements of funding agency.

**Supersedes Schedule Dated:  
August 8, 2000**

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001**
**May 2002**

**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 2 of 3****ALL ARIZONA MUNICIPALITIES**

Function:

**Finance/Accounting**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
13	Documentation for state grants in aid (not including federal pass-through funds)		-	-	3	After fiscal year of final expenditure
14	Expense accounting records including claims, demands, vouchers, vendor invoices, receiving reports, and other supporting documents:					
	a. Capital expense exceeding \$10,000 for land buildings and improvements; \$5,000 for vehicles, furniture and equipment		-	-	3	After disposal of asset
	b. All others		-	-	3	After fiscal year prepared
15	Revenue records		-	-	3	After fiscal year prepared
16	Payroll registers (gross & net)		-	-	4	After fiscal year prepared (26 CFR 31.6001 et. seq.; 20 CFR 404.1225)
17	Payroll – employee status change		-	-	3	After fiscal year prepared
18	Payroll – employee time and leave records (official copy)		-	-	3	After fiscal year prepared (29 CFR 516.2)
19	Payroll deduction records		-	-	4	After fiscal year prepared (20 CFR 404.1225)
20	Payroll – employee benefits files including group insurance		-	-	6	After termination of employment (29 USC 1113)
21	Payroll – W-2 records of remuneration paid to employees		-	-	4	After the date due of such tax for the return period (26 CFR 31.6001-1)
22	Payroll – undeliverable W-2 withholding statements (all copies)		-	-	4	After the date due of such tax for the return period (26 CFR 31.6001-1)
23	Payroll - garnishment orders		-	-	3	After expired or canceled
						<b>Supersedes Schedule Dated: August 8, 2000</b>

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001****May 2002**

**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 3 of 3****ALL ARIZONA MUNICIPALITIES**

Function:

**Finance/Accounting**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
24	Budget files including approved and appropriated budgets, fund requests and supporting documents (office copies)		-	-	3	After fiscal year prepared (Official copy at Clerk of the Board's Office.)
25	Financial detail and summary reports including computer generated weekly, monthly, quarterly reports, etc.		-	-	1	After fiscal year prepared (may be on paper, microfiche or computer media)
26	Annual financial detail and summary reports		-	-	3	After fiscal year prepared
						Supersedes Schedule Dated: August 8, 2000

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001****May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 2**
**ALL ARIZONA MUNICIPALITIES**

Function:

**Fire Department**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Duty roster (plan of the day)		-	-	1	After calendar year created
2	Equipment inspection reports		-	-	3	After calendar year created
3	Incident reports		-	-	3	After calendar year created
4	Volunteer drill reports		-	-	1	After calendar year created
5	Volunteer reports (periodic)		-	-	1	After calendar year created
6	Training reports (periodic)		-	-	1	After calendar year created
7	Apparatus (equipment) maintenance reports		-	-	1	After calendar year created.
8	Fire prevention/notice of violation		-	-	3	After calendar year created
9	Fire safety inspection reports		-	-	3	After calendar year created
10	Investigations (arson) files		-	-	25	After calendar year create
11	Permits (blasting, fireworks, etc.)		-	-	3	After calendar year issued
12	Equipment and clothing issue records		-	-	-	After disposal of item
13	Hydrant inspection and maintenance records		-	-	2	After calendar year created
14	Hydrant location records		-	-	2	After replacement of hydrant or line
15	Paramedic emergency health care records		-	-	3	After calendar year created (if transported, provide copy to emergency room.
16	Licensing/regulatory records		-	-	3	After expired
						<b>Supersedes Schedule Dated: September 15, 1999</b>
Approved by: <b>X GladysAnn Wells</b> Director, Arizona State Library, Archives and Public Records						Approval Date: <b>October 10, 2001</b>

**May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 2 of 2**
**ALL ARIZONA MUNICIPALITIES**

Function:

**Fire Department**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
17	Medical equipment test/calibration records		-	-	3	After disposal of equipment
18	Logs:					
	a. Fire/emergency log		-	-	1	After month prepared
	b. Duty, communication, etc.		-	-	1	After month prepared
						Supersedes Schedule Dated: September 15, 1999
Approved by: <b>X GladysAnn Wells</b> Director, Arizona State Library, Archives and Public Records						Approval Date: <b>October 10, 2001</b>

**May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 5**
**ALL ARIZONA MUNICIPALITIES**

 Function:  
**Housing**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS
			Off.	R.C.	Total	(Include start point of retention.)
						<b>FFY = Federal Fiscal Year</b>
1	Audit reports and work papers		-	-	3	After reports are issued (24 CFR 44.10)
2	Records referring to HUD grants including financial records, programmatic records, supporting documents, statistical records, real property and equipment records		-	-	3	After final payment or until final resolution of all issues regarding the grant, whichever is greater (7 CFR 3016.42; 24 CFR 85.42)
3	Home Investment Partnerships Program records including program requirement records; project records; community housing dev. organization set-aside records; equal opportunity and fair housing records; affirmative marketing procedures and requirements records; environmental compliance review records; displacement, relocation and real property acquisition records; labor requirements; lead-based paint records; certifications; program administrative records		-	-	3	After final payment or until final resolution of all issues regarding the grant, whichever is greater (24 CFR92.508)
	a. Records referring to periods of affordability		-	-	3	After required period of affordability (24 CFR 92.508)
	b. Records covering displacement and acquisition		-	-	3	After the date by which all persons displaced from property, and all persons whose property is acquired for the project having received final payment (24 CFR 92.508)
4	Residential Homeownership Program records necessary to calculate payments due to commissioner (24 CFR 248.173)		-	-	3	After date of payment (no specific requirement in CFR)
						<b>Supersedes Schedule Dated: September 15, 1999</b>
Approved by: <b>X GladysAnn Wells</b> Director, Arizona State Library, Archives and Public Records						Approval Date:  <b>October 10, 2001</b>

**May 2002**

**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 2 of 5****ALL ARIZONA MUNICIPALITIES**Function:  
**Housing**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
5	Section 312 rehabilitation loan program:					
	a. Records to demonstrate compliance with requirements of relocation displacement regulations (24 CFR 510.52)		-	-	3	After the date by which all persons displaced from the property have received final payment (no specific requirement in CFR)
	b. Lead based inspection and/or test reports		-	-	3	After date of report (24 CFR 510.410)
6	Community development block grants:					
	a. Local determination of eligibility (24 CFR 570.200)		-	-	3	After final payment of grant (No specific requirement in CFR)
	b. Slum and blight area records including boundaries and conditions (24 CFR 570.208)		-	-	3	After final payment on grant (No specific requirement in CFR)
	c. Displacement, relocation, acquisition and replacement of housing records (24.crf 570.488; 24 CFR 570.606)		-	-	3	After the day by which all persons displaced from the property, and all persons whose property is acquired for the project have received final payment (No specific requirement in CFR)
	d. Records describing each activity assisted with CDBG funds including the location; the amount of CDBG funds budgeted, obliged and expended for each activity; and records demonstrating that activities meet national objectives of benefiting low and moderate income persons.		-	-	3	After final payment on grant (No specific requirement in CFR)
	e. Lead-based inspection and/or test reports		-	-	3	After date of report (24 CFR 570.608)
7	Urban homesteading:					
	a. Financial records; property disposition documents; supporting documents; statistical records; all other records pertinent to the program		-	-	-	After fee sample title has been conveyed to all homesteaders – generally a 5 year period (24 CFR 590.25)

**Supersedes Schedule Dated:  
September 15, 1999**

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001****May 2002**



**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 3 of 5****ALL ARIZONA MUNICIPALITIES**Function:  
**Housing**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
	b. Race, ethnicity, gender and handicap records of program beneficiaries		-	-	5	After calendar year created (no specific requirement in CFR)
8	Advances for public works planning records including accounting records for plan preparation (24 CFR 598.13)		-	-	3	After completion of the plan (no specific requirement in CFR)
9	Section 8 housing assistance payments program for new construction - race, ethnicity, gender and handicap records of program beneficiaries		-	-	3	After FFY created (24 CFR 880.603)
10	Section 8 housing assistance payments program for substantial rehabilitation - race, ethnicity, gender and handicap records of program beneficiaries		-	-	3	After FFY created (24 CFR 881.602; 24 CFR 880.603; 24 CFR 968.108)
11	Section 8 housing assistance payments program for existing housing:					
	a. certifications and relevant documentation rent reasonableness limitation		-	-	3	After FFY created (24 CFR 882.106)
	b. Lead-based paint inspection and/or test report		-	-	3	After date of report (24 CFR 882.109; 24CFR 882.405; 24 CFR 511.15)
	c. Complaints by families concerning compliance by owner with housing quality standards		-	-	3	After FFY received (24 CFR 882.211)
12	Housing assistance payments program applicant, participant and family records which provide HUD with racial, gender, ethnic and handicap data including application, notices to the applicant, applicant responses, records of informal hearings, and a statement of final disposition in cases or ineligible determinations		-	-	3	After FFY created or received (24 CFR 882.209; 24 CFR 884.214; 24 CFR 886.321; 24 CFR 968.108)
						<b>Supersedes Schedule Dated: September 15, 1999</b>

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001****May 2002**

**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 4 of 5****ALL ARIZONA MUNICIPALITIES**Function:  
**Housing**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
13	Housing assistance payments program records that document the basis on which tenant allowances for utilities and scheduled surcharges and revisions are established and revised (24 CFR 965.473)		-	-	3	After FFY created or received (no specific requirement in CFR)
14	Housing assistance payment program records on which units, common areas, exteriors, and child care facilities have been tested for lead-based paint; test results by location (24 CFR 965.709)		-	-	3	After FFY created or received (no specific requirement in CFR)
15	Housing voucher program:					
	a. Applications, notices to applicants and applicant responses retained in order to provide HUD with racial, ethnic, gender and handicap status		-	-	5	After FFY created (24 CFR 887.155)
	b. Request for lease approval; inspection reports; notice of lease approval/disapproval; executed lease; and executed housing voucher contract file (24 CFR 887.207)		-	-	3	After FFY created (no specific requirement in CFR)
	c. Separate accounts and records of management function activities performed to meet contractual obligations when owner functions are contracted out (24 CFR 887.305)		-	-	3	After FFY created or received (no specific requirement in CFR)
16	Fraud recoveries program judgement records including amounts recovered, nature of judgement, amount of legal fees and expenses incurred (24 CFR 892.204)		-	-	3	After date of judgement (no specific requirements in CFR)
						<b>Supersedes Schedule Dated: September 15, 1999</b>

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001****May 2002**

**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 5 of 5****ALL ARIZONA MUNICIPALITIES**Function:  
**Housing**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
17	Section 5(h) homeownership program records including sales and financial records for all activities incident to the implementation of the plan (24 CFR 906.17; 24 CFR 905.1017)		-	-	3	After FFY created or received (no specific requirements in CFR)
18	Drug elimination program resident comments on grant applications		-	-	3	After final voucher payment on grant (24 CFR 961.18)
19	Contracts and detailed procurement records with resident-owned businesses (24 CFR 963.12)		-	-	3	After FFY of procurement (no specific requirement in CFR)
20	Comprehensive grant program (PHAs that operate at 250 or more units.): a. Records by unit of work carried out to permit HUD to review the extent to which Turnkey III units have been substantially rehabilitated (24 CFR 968.310; 24 CFR 905.666)		-	-	3	After FFY created or received (no specific requirement in CFR)
	b. Files and records of planning meetings including minutes and resident surveys		-	-	3	After FFY created or received (no specific requirement in CFR)
	c. Source documents of physical and management assessment identifying all work necessary to bring each development up to the modernization and energy standards; to comply with lead-based testing and abatement requirements; and to comply with other program requirements (24 CFR 968.320; 24 CFR 905.672)		-	-	3	After FFY created or received (no specific requirement in CFR)
						<b>Supersedes Schedule Dated: September 15, 1999</b>

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001****May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 1**
**ALL ARIZONA MUNICIPALITIES**

Function:

**Internal Audit**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods..

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Audit reports		-	-	5	After fiscal year of report
2	Audit work papers		-	-	3	After fiscal year of final audit
						Supersedes Schedule Dated: September 15, 1999

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001**
**May 2002**

**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 1 of 1****ALL ARIZONA MUNICIPALITIES**Function:  
**Library**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Catalog of collection holdings including shelf lists (paper and/or electronic on-line catalog)		-	-	-	Maintain current. Destroy or purge when referred item is removed from collection.
2	Agreements; contracts; leases (office copy)		-	-	-	Dispose of after expired, terminated or revoked. Official copy on file with Municipal Clerk.
3	Borrowers/cardholders registration information (paper and/or electronic form)		-	-	-	Maintain current. Destroy after expired, updated or superseded.
4	Statistical records: a. Annual b. Other (monthly, weekly, etc.)		- -	- -	10 -	After calendar year compiled Dispose of after cumulative update.
5	Grant files: a. Federal funds  b. State funds		- -	- -	3 3	After fiscal year of final expenditure report, or after resolution of all issues (45 CFR Part 1183) After fiscal year of final expenditure
6	Circulation records		-	-	1	After material returned to library (Confidential pursuant to A.R.S. §41-1354)
						<b>Supersedes Schedule Dated: September 15, 1999</b>
<b>Approved by:</b> <b>X GladysAnn Wells</b> Director, Arizona State Library, Archives and Public Records						<b>Approval Date:</b>  <b>October 10, 2001</b>

**May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 1**
**ALL ARIZONA MUNICIPALITIES**

Function:

**Mayor's Office**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
	<b>NOTE: Any records of this office may have long term or historical value. Contact History and Archives Division if you wish a professional archival appraisal of any of these documents.</b>					
1	Constituent correspondence a. Regarding public policy b. Other		- -	- -	Perm 4	Preserve pursuant to A.R.S. §39-101 After calendar year created or received
2	Council communications including memos, notes, e-mail, etc.		-	-	4	After calendar year created or received
3	Speeches including drafts, written copies and recordings: a. Annual b. Final version c. Drafts		- - -	- - -	4 Perm 4	After date of speech (Official copy at municipal clerk's office.) Preserve pursuant to A.R.S. §39-101 After date of speech
<b>Supersedes Schedule Dated: September 15, 1999</b>						
<b>Approved by:</b> <b>X GladysAnn Wells</b> Director, Arizona State Library, Archives and Public Records						<b>Approval Date:</b> <b>October 10, 2001</b>

**May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 1**
**ALL ARIZONA MUNICIPALITIES**

Function:

**Parks and Recreation**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Park development records including plans and specifications		-	-	-	Retain until park is abandoned or otherwise disposed of
2	Minutes of Parks Board (advisory)		-	-	3	After calendar year created
3	Maintenance records		-	-	3	After fiscal year maintenance performed
4	Grants (federal funds): a. Acquisition, development and construction b. Other		-	-	3*	After abandonment or disposal of facility
			-	-	3*	After fiscal year of final payment <b>* Refer to specific requirements of funding agency.</b>
5	Recreation/activities files		-	-	3	After fiscal year of the activity
6	Fee collection records		-	-	3	After fiscal year created
						Supersedes Schedule Dated: September 15, 1999
Approved by: <b>X GladysAnn Wells</b> Director, Arizona State Library, Archives and Public Records						Approval Date:  <b>October 10, 2001</b>

**May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 2**
**ALL ARIZONA MUNICIPALITIES**

Function:

**Personnel / Human Resources**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Employee personnel files: a. Official files including evaluations, discipline records, loyalty oaths, etc. b. Supervisor's work files		-	-	5 6mo	After calendar year of termination of service (29 CFR 1627.3) After termination
2	Employee personnel summary (paper and/or electronic form)		-	-	10	After calendar year of termination (There is no requirement to keep this record series.)
3	Statistical listings and reports		-	-	-	Dispose of after superseded
4	Position descriptions		-	-	3	After superseded or position abolished
5	Position classification/reclassification records		-	-	3	After classification request is acted on
6	Employee grievance files		-	-	3	After grievance action resolved
7	Employee training files including attendance lists, class outlines, etc.		-	-	3	After training is given (A record of class completion may be placed in the employee's personnel file)
8	Employee tuition refund program records		-	-	3	After fiscal year refund is issued
9	Occupational safety and health records including accident reports and annual summaries		-	-	5	After calendar year reported (29 CFR 1952.4)
10	Accident prevention programs including lists of first aid and CPR trained staff		-	-	1	After superseded
11	Employee medical and exposure records including lists of hazardous materials exposed to; pre-employment physicals; etc.		-	-	30	After termination of employment (29 CFR 1910.20) these records must be retained separately from the employee personnel file.
						<b>Supersedes Schedule Dated: September 15, 1999</b>
Approved by: <b>X GladysAnn Wells</b> Director, Arizona State Library, Archives and Public Records						Approval Date:  <b>October 10, 2001</b>

**May 2002**



**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 2 of 2****ALL ARIZONA MUNICIPALITIES**

Function:

**Personnel / Human Resources**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
12	Group insurance records (Human Resources/Personnel copy including copy of contracts with carriers)		-	-	2	After termination of contract (Official copy of contracts at the Municipal Clerk's office)
13	Reduction in force records including computation documents and recap. Summaries		-	-	5	After RIF (lay-off) is completed
14	EEO-4 including background information		-	-	2	After prepared (29 CFR 1602.30)
15	Hiring records including application, selection, promotion and interview records		-	-	2	After calendar year received or prepared (29 CFR 1602.31)
16	Merit/civil service system board minutes (Personnel/Human Resources copy)		-	-	3	After calendar year prepared
17	Completed form I-9 (Proof of legal residency in U.S.A.)		-	-	1	After employee terminates employment, but not less than 3 years after date of hire (8 CFR 274a.2)
						<b>Supersedes Schedule Dated: September 15, 1999</b>
Approved by: <b>X GladysAnn Wells</b> Director, Arizona State Library, Archives and Public Records						Approval Date: <b>October 10, 2001</b>

**May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 1**
**ALL ARIZONA MUNICIPALITIES**

Function:

**Planning and Zoning**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Zoning case files <b>NOTE: Some of these files may involve high profile or otherwise noteworthy projects that may have long term or historical value. Contact History and Archives Division if you wish a professional archival appraisal of any of these files.</b>		-	-	20	After calendar year file closes
2	Incomplete zoning cases (dropped or withdrawn before decision is rendered)		-	-	2	After calendar year opened
3	Comprehensive plans including land use, neighborhoods, areas, etc.		-	-	Per	Preserve pursuant to A.R.S. §39-101
4	Background materials and preliminary drafts of plans		-	-	1	After plan finalized
5	Minutes of public meetings of boards or commissions (office copy)		-	-	3	After calendar year of meeting
6	Planning and zoning reports		-	-	3	After calendar year published
7	Violation case files		-	-	1	After calendar year case is closed
						Supersedes Schedule Dated: September 15, 1999
Approved by: <b>X GladysAnn Wells</b> Director, Arizona State Library, Archives and Public Records						Approval Date: <b>October 10, 2001</b>

**May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 3**
**ALL ARIZONA MUNICIPALITIES**

 Function:  
**Police**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Crime reports and investigations:					
	a. Serious crimes as defined in A.R.S. §13-604; homicide; misuse of public moneys; felony falsification of public records		-	-	25	After calendar year of initial crime report; review for continued retention if case not closed
	b. All other class 2 through 6 felonies		-	-	8	After calendar year of initial crime report
	c. Misdemeanors (except DUI)		-	-	3	After calendar year of initial crime report
	d. Misdemeanor DUI		-	-	5	After calendar year of initial crime report
	e. Department reports		-	-	2	After calendar year prepared
	f. Petty offenses		-	-	2	After calendar year prepared
2	Non-crime reports:					
	a. Abandoned vehicles		-	-	1	After calendar year prepared
	b. Incident reports (no investigation)		-	-	1	After calendar year prepared
	c. Pawn broker transaction records		-	-	3	After calendar year prepared
	d. Subpoena/summons log		-	-	3	After calendar year prepared
	e. Traffic accident reports – property damage or injury		-	-	3	After calendar year prepared
	f. Traffic accident reports – fatalities		-	-	10	After calendar year prepared
3	Logs (paper and or electronic)					
	a. Citation logs		-	-	2	After calendar year prepared
	b. Criminal history inquiry logs		-	-	1	After calendar year prepared
	c. Department report (DR) logs		-	-	2	After calendar year prepared
	d. MVD letter logs		-	-	1	After calendar year prepared
	e. Officer daily logs		-	-	6mo	After month prepared
	f. Patrol/duty logs		-	-	1	After month prepared
	g. Radio/communications logs		-	-	1	After month prepared
	h. Warrant logs		-	-	3	After last entry
4	Citations (police copy)		-	-	2	After calendar year prepared
						<b>Supersedes Schedule Dated: October 10, 2001</b>

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**April 4, 2002**
**May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 2 of 3**
**ALL ARIZONA MUNICIPALITIES**

 Function:  
**Police**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
5	Held property/evidence reports		-	-	-	File with department reports (DRs)
6	Missing person notices		-	-	-	After cancelled
7	Warrants		-	-	-	Return to court after cancellation (suggest periodic validation with ACJIS Division, DPS)
8	Enforcement equipment maintenance/ calibration records (radar/laser guns, breathalizers/intoxilizers, etc.)		-	-	1	After equipment disposed of
9	Vehicle maintenance records		-	-	1	After vehicle disposed of
10	Warnings (traffic violations, vehicle equipment repair orders)		-	-	1	After written
11	Master fingerprint files		-	-	-	Forward to ACJIS. Purge from local files after 25 years
12	Criminal history files		-	-	10	After last contact
13	Modus operandi files		-	-	-	Purge information from local files after 20 years
14	Intelligence files including records developed using BJA grants or subgrants		-	-	5	After information gathered (28 CFR 23.20)
15	Alarm reports including false alarms		-	-	1	After calendar year prepared
16	Duty rosters		-	-	1	After calendar year prepared
17	Internal affairs investigations a. Complaints sustained b. Complaints not sustained		-	-	5 2	After calendar year created After calendar year prepared
18	Juvenile referrals		-	-	-	Destroy after individual reaches age 18
Supersedes Schedule Dated: October 10, 2001						

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**April 4, 2002**
**May 2002**

**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 3 of 3****ALL ARIZONA MUNICIPALITIES**Function:  
**Police**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
19	Prisoner files: a. Adult offenders		-	-	10	After last contact (May also be destroyed following notification of death.)
	b. Juvenile offenders		-	-	-	Destroy after individual reaches age 18
20	"911" automatic number identification records		-	-	2	After month created
21	"911" voice recordings		-	-	2mo	After tape recorded. (A.A.C. R2-1-408 requires specific info. For 31 days.)
22	Uniform crime reports (office copy, record copy submitted to DPS)		-	-	1	After calendar year created
						<b>Supersedes Schedule Dated: October 10, 2001</b>

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**April 4, 2002****May 2002**

**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 1 of 2****ALL ARIZONA MUNICIPALITIES**

Function:

**Public Works - Landfill**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
	<i><b>For municipality water and sewer see Environmental Quality / Health</b></i>					
	<i><b>For municipality highways &amp; roads see Transportation / Highways</b></i>					
1	Landfill inspection records (incoming loads inspected for hazardous wastes or PCB wastes required pursuant to 40 CFR 258.20)		-	-	20*	After calendar year of inspection
2	Landfill restriction demonstration requirements retained pursuant to 40 CFR 258.29		-	-	20*	After calendar year created
3	Landfill training and notification procedures related to inspections for hazardous waste required pursuant to 40 CFR 258.29		-	-	20	After calendar year created
4	Landfill gas monitoring results and remediation plans required pursuant to 40 CFR 258.23		-	-	20*	After calendar year created
5	Landfill design documentation for placement of leachate or gas condensate required pursuant to 40 CFR 258.29		-	-	-	Retain for the life of the installation
6	Landfill demonstration, certification, finding, monitoring, testing or analytical data required by 40 CFR part 258 subpart E		-	-	20*	After calendar year created
7	Landfill closure and post closure care plans and any monitoring, testing or analytical data required pursuant to 40 CFR 258.60 and 40 CFR 258.61		-	-	20*	After calendar year created
<b>Supersedes Schedule Dated: September 15, 1999</b>						

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001****May 2002**

# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 2 of 2**
**ALL ARIZONA MUNICIPALITIES**

Function:

**Public Works - Landfill**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
8	Landfill cost estimates and financial assurance documentation required pursuant to 40 CFR Part 258 subpart G		-	-	20*	After calendar year created
9	Landfill records demonstrating compliance with small community exemption retained pursuant to 40 CFR 258.29		-	-	20*	After calendar year created
10	Landfill revenue records including fee receipts and use permit charges		-	-	3	After fiscal year created
<p><i>* There are no specific retention requirements from U.S. EPA on any of these records. Check with ASLAPR, Records Management Division and the Municipal Attorney prior to destruction.</i></p>						
<p>Supersedes Schedule Dated: September 15, 1999</p>						
Approved by: <b>X GladysAnn Wells</b> Director, Arizona State Library, Archives and Public Records						Approval Date: October 10, 2001

**May 2002**

**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 1 of 1****ALL ARIZONA MUNICIPALITIES**

Function:

**Public Works – Streets (Transportation)**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Highway / road project construction records: a. Project construction files b. "As-built" plans  c. Extra copies of construction records including field office copies and work-site copies		- - -	- - -	3 - 1	After completion and final payment Retain until abandoned or transferred to other jurisdiction. Recommend microfilm for security. After completion of construction
2	Highway / road maintenance records a. Routine maintenance of street and roadside areas b. Major maintenance and improvement projects		- -	- -	3 -	After fiscal year maintenance performed  Treat as construction project records (See item 1)
3	Encroachment and road cut permits		-	-	3	After permit terminates or encroachment is abandoned
4	Survey notes and records		-	-	-	Retain until surveyed area is abandoned or transferred to another Jurisdiction.
5	Maps including aerials, mosaics, negatives, contour, etc.		-	-	-	Retain until mapped area is abandoned or transferred to another jurisdiction
6	Contracts and intergovernmental agreements (IGAs) a. Official copy b. Office (extra non-record) copies		- -	- -	- 1	Transfer to Clerk of the Board After expired, cancelled or revoked
7	Right of way files		-	-	-	Retain until land is abandoned or transferred. Transfer official copy of deed and title insurance to the municipal clerk.
						<b>Supersedes Schedule Dated: September 15, 1999</b>

Approved by:

**X GladysAnn Wells**

Director, Arizona State Library, Archives and Public Records

Approval Date:

**October 10, 2001****May 2002**



# RECORDS RETENTION AND DISPOSITION SCHEDULE

**PAGE 1 of 2**
**ALL ARIZONA MUNICIPALITIES**

Function:

**Public Works – Water and Sewer**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Water and sewer construction and improvement records: a. Federally funded projects expenditure records b. Locally funded projects expenditure records c. "As-built" plans		-	-	3	After final payment (Check recordkeeping requirements of funding agency.) After project completed
2	Water and sewage treatment system maintenance records		-	-	10	After calendar year maintenance performed
3	Sewage treatment plant sludge incinerator records required pursuant to 40 CFR 153		-	-	2	After calendar year created (40 CFR 153)
4	Sewage treatment – copy of semi-annual report to EPA		-	-	10	After period reported
5	Sewage treatment plant monthly operational reports		-	-	5	After calendar year created
6	Sewage treatment plant discharge monitoring reports		-	-	10	After calendar year of report
7	Individual sewage disposal systems including applications, permits, plot plans, engineering reports, etc.		-	-	-	Retain for the life of the facility
8	Sewer system plans (ACC certified companies)		-	-	-	Retain for the life of the system
9	Water treatment plant (ACC certified companies) records including permits, applications, plans, engineering reports, etc.		-	-	-	Retain for the life of the plant
						<b>Supersedes Schedule Dated: September 15, 1999</b>
<b>Approved by:</b> <b>X GladysAnn Wells</b> Director, Arizona State Library, Archives and Public Records						<b>Approval Date:</b> <b>October 10, 2001</b>

**May 2002**

**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 2 of 2****ALL ARIZONA MUNICIPALITIES**

Function:

**Public Works – Water and Sewer**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
10	Water system plans (ACC certified companies)		-	-	-	Retain for life of facility
11	Water system records of bacteriological analyses made pursuant to 40 CFR 141		-	-	5	After calendar year of analysis (40 CFR 141.33)
12	Water treatment records of chemical analyses made pursuant to 40 CFR 141		-	-	10	After calendar year of analysis
13	Water treatment records of action taken to correct violations of Federal primary drinking water regulations		-	-	3	After the last action taken on a particular violation (40 CFR 141.33)
14	Water treatment reports, summaries and correspondence relating to sanitary surveys of the water system		-	-	10	After completion of the sanitary survey (40 CFR 141.33)
15	Water treatment records of any variance or exemption granted to the water system		-	-	5	After expiration of variance or exemption (40 CFR 141.33)
16	Water treatment sampling data and analyses, reports, surveys, letters, evaluations, schedules, State determinations, etc. required pursuant to 40 CFR 141.81 through 141.88		-	-	12	After calendar year of creation or receipt (40 CFR 141.91)
17	Water and sewer billing records		-	-	3	After fiscal year prepared
						<b>Supersedes Schedule Dated: September 15, 1999</b>
<b>Approved by:</b> <b>X GladysAnn Wells</b> Director, Arizona State Library, Archives and Public Records						<b>Approval Date:</b>  <b>October 10, 2001</b>

**May 2002**

**RECORDS RETENTION AND DISPOSITION SCHEDULE****PAGE 1 of 1****ALL ARIZONA MUNICIPALITIES**

Function:

**Purchasing / Procurement**

Pursuant to ARS §41-1351, the following retention periods represent the maximum time records may be kept. Unless records relate to pending or current litigation, or are necessary for an audit, keeping records beyond their retention period is illegal. If you believe that special circumstances warrant the extension of any of these retention periods that records should be kept longer than the period listed below or that any of these record series may be appropriate for transfer to the Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Records Management Division has the authority to extend records retention periods.

No.	RECORD SERIES	R.S. Code	RETENTION (YR.)			REMARKS (Include start point of retention.)
			Off.	R.C.	Total	
1	Contract files including RFQ / RFP, recap sheets, bonds, scores, award, etc.		-	-	6	After fiscal year of purchase or contract expiration
2	Unsuccessful bids		-	-	3	After fiscal year received
3	Late received bids including modifications, withdrawals, etc.		-	-	1mo	After vendor notified (May be returned to vendor in lieu of destruction.)
4	Canceled solicitations		-	-	1	After fiscal year canceled
5	Vendor lists and files (paper or computer files)		-	-	-	Review, update and purge annually
6	Purchase order registers		-	-	3	After fiscal year prepared
7	Protests		-	-	5	After calendar year
						Supersedes Schedule Dated: September 15, 1999
Approved by: <b>X GladysAnn Wells</b> Director, Arizona State Library, Archives and Public Records						Approval Date: <b>October 10, 2001</b>

**May 2002**

## Chapter 7- Historical Municipal Records

*NOTE: This chapter was prepared by archivists from the Arizona State History and Archives Division*

### A MOST VALUABLE RESOURCE

The records maintained by local governments are among the most valuable resources in their care. They are essential for the conduct of ongoing operations and the official documentation of legally binding decisions and actions of the government. They allow the public to understand civic issues. Records are the community's memory.

Records are preserved because:

- Officials use them to control and monitor government operations
- They document the conduct of public business
- Records ensure and measure government accountability
- Many government records contain information that is used by researchers from within and from outside government
- Historians and other researchers use selected government records for information on individuals, groups and the community, on the development of the government and its operations and on the life of the community itself

Everyday pressures and duties often leave officials little time for attention to records issues. To help, the Arizona State Archives encourages partnerships with local government offices by providing assistance to them.

- It helps agencies determine if they hold permanent records
- It consults on permanent records storage
- It reduces storage space required by the municipality by transferring permanent records to the State Archives;
- It reduces demands on your staffs' time after records transfers because the State Archives staff answers the constituents' questions
- It makes records available to the agency within 24-hours
- It stores records in secure areas and monitors their use
- It provides preservation services for permanent records

### Permanent Records:

The State Archives has identified municipality records on these schedules which have **historical value**. These records are permanent and should not be destroyed. For convenience, they are listed below, but other records normally considered non-permanent may also have historical value. These include:

1. Board Minutes of boards, commissions, and committees established by statute, resolution, proclamation or ordinance. (Including Board of Supervisors minutes for Municipalities)
2. Council Minutes (Incorporated Cities and Towns)
3. Original or "official copies" of formal policy directives.
4. Original copy of organizational documentation including charts.
5. Records documenting a historic or "landmark event."

Those record series are identified in the schedule with this statement in the remarks section: "Some items within this record series, because of age or their link to high profile issues, should be retained permanently. Consult the State Archives for further information." These records cannot be given to local historical societies, museums or universities. For assistance or help with questions, write, call or e-mail:

### History and Archives Division Arizona State Library, Archives and Public Records

1700 W. Washington, Suite 442

Phoenix, AZ 85007

Phone (602) 542-4159

Fax (602) 542-4402.

Internet address: [archives@dlapr.lib.az.us](mailto:archives@dlapr.lib.az.us)

### ARIZONA MUNICIPAL RECORDS WHICH ARE PERMANENT

This is a brief listing of historical records.

This is a brief listing of historical records.

#### All Agency/Dept. Management:

Agency directives/policies (Official document only)

#### Building Safety/Permits:

- Register of building permits

#### Elections:

- Great Registers and Grand Registers

#### Finance:

General ledger or annual financial

#### Municipal Attorney:

- Selected case files

#### Municipal Clerk:

-Correspondence

-Minutes

- Old age pension applications

-WPA materials

**Municipal Courts:**

- Dockets, through 1912

**Planning and Zoning:**

Comprehensive plans

**Police:**

- Registers of Action civil, through 1912
- Registers of Action criminal, through present
- License registers

A bibliography of published materials which are helpful to officials with records responsibilities is also presented here.

**BIBLIOGRAPHY FOR LOCAL GOVERNMENT RECORDS**

Dearstyne, Bruce W., The Management of Local Government Records; A guide for Local Officials. Nashville: American Association for State and Local History, 1988. \$14.35.

Haller, Stephen E., "Managing Records on Limited Resources; A Guide for Local Governments," Local Government Records Technical Publication Series, No. 2. Albany: National Association of Government Archives and Records Administrators, the International Institute of Municipality Clerks and the National Association of Municipalities, November 1991. \$3.00 for single copies or \$10 for full set.

Hollings, Marie Ferrara, "Should Local Governments Microfilm Their Records?," NICLOG Technical Leaflet Series, #103. Nashville: American Association for State and Local History, 1989. \$3.00.

Johnson, A.K., Jr., "A Guide for the Selection and Development of Local Government Records Storage Facilities," Local Government Records Technical Publication Series, No. 1. Albany: National Association of Government Archives and Records Administrators, the International Institute of Municipality Clerks and the National Association of Municipalities, November 1989. \$3.00 for single copies or \$10 for full set.

Mims, Julian L., "Using Microfilm; A Guide for Local Governments," Local Government Records Technical Publication Series, No. 5. Albany: National Association of Government Archives and Records Administrators, the International Institute of Municipality Clerks and the National Association of Municipalities, February 1992. \$3.00 for single copies or \$10 for full set.

Smith, Harmon, "Protecting Records; A Guide for Local Governments," Local Government Records Technical Publication Series, No. 4. Albany: National Association of Government Archives and Records Administrators, The International Institute of

Municipality Clerks and the National Association of Municipalities, March 1992. \$3.00 for single copies or \$10 for full set.

Stephens, David O., "The Daily Management of Records and Information; A Guide for Local Governments," Local Government Records Technical Publication Series, No. 3. Albany: National Association of Government Archives and Records Administrators, the International Institute of Municipality Clerks and the National Association of Municipalities, November 1991. \$3.00 for single copies or \$10 for full set.

Thompson, Enid, Local History Collections: A Manual for Librarians. Nashville: Association for State and Local History, 1978. \$6.25.

White, Kenneth, "Applying Computer Technology to Records Systems; A Guide for Local Government," Local Government Records Technical Publication Series, No. 6. Albany: National Association of Government Archives and Records Administrators, the International Institute of Municipality Clerks and the National Association of Municipalities, March 1992. \$3.00 for single copies or \$10 for full set.

## Chapter 8- Destruction of Records

### LEGALITY OF DESTRUCTION

Destroying public records *without lawful authority* is a class 4 felony (A.R.S. §38-421). The Arizona State Library, Archives and Public Records is charged by law (A.R.S. §41-1347), with the responsibility of authorizing the destruction of qualified public records.

As stated earlier in this manual, no record should be destroyed while it still has significant value . . . but no record should be maintained after its potential use does not justify cost of continued retention. The determination of value is ultimately the responsibility of the Arizona State Library, Archives and Public Records (A.R.S. §41-1347) and the Department encourages the lawful and timely destruction of eligible records. There are two methods for obtaining authorization for destruction of records:

- For records on approved retention and disposition schedules
- For records not on schedules

### RECORDS ON APPROVED SCHEDULES

A retention and disposition schedule approved by the Arizona State Library, Archives and Public Records (including the general and model schedules) is a continuing authority to destroy the listed records at the end of their scheduled retention period. With an approved schedule, an agency may destroy listed records without further approval.

***These schedules DO NOT pre-empt good judgment. Records required for legal or audit purposes beyond the recommended retention must be maintained until cleared by the appropriate authority before destruction.***

Destruction must be reported to the Arizona State Library, Archives and Public Records after it has taken place (A.R.S. §41-1351). To simplify and standardize the reporting of records destruction, the "Report of Records Destruction/ Certificate of Destruction" must be used. Figure II- 6 illustrates a properly "Report of Records Destruction/ Certificate of Destruction." The "Report of Records Destruction/ Certificate of Destruction" is available on request, in paper and PDF formats, from the Records Management Division. (In 2002 this form will be available in screen fillable PDF format at the agency website, [www.lib.az.us](http://www.lib.az.us).)

Please print clearly or use a typewriter for the paper form. Complete the form as follows:

1. In the upper right corner "Authority" enter the approval date of the agency retention schedule; if a support or model schedule is used enter the date it was approved and give the name of the function.

2. Complete the "FROM" section with the municipality name, official agency name, office name, address and zip code.
3. List the "Record Series" destroyed using the **exact** record series name(s) found on the approved schedule.
4. Enter the earliest date under "From" and the latest date under "Thru".
5. For paper estimate the volume, in cubic feet, of records destroyed. For computer records ignore the volume destroyed.  
***One letter size file drawer = 1.5 cu. ft.***  
***One legal size file drawer = 2.0 cu. ft.***
6. At the bottom of the certificate enter the date on which the records were destroyed, the method of destruction and the signature of the individual performing or witnessing the destruction.

### RECORDS NOT ON APPROVED SCHEDULES

Records not on approved schedules may be destroyed only with explicit approval from the Director of the Arizona State Library, Archives and Public Records. To request approval to destroy records a "Single Request" (Form RMC-4) must be used. A properly completed "Single Request" is illustrated in Figure II-7.

The "Single Request" is available in paper form only, upon request, from the Records Management Division. Please use a print clearly or use a typewriter to complete the form.

1. ***DO NOT MAKE ANY ENTRIES IN THE SHADED AREAS.***
2. Complete the identification section with the date, municipality name, official agency name, office name, address, phone and zip.
3. The individual assigned with the duty of custodian for the records listed must sign the request. The name of that individual must be typed in the "Submitted by" area.
4. List the RECORD SERIES to be destroyed using the name of the series and a brief description if necessary.
5. Enter the earliest date of the records (FROM) and the date of the latest records (THRU).
6. Estimate the volume of paper records in cubic feet.  
***One letter size file drawer = 1.5 cu. ft.***  
***One legal size file drawer = 2.0 cu. ft.***
7. ***STOP.*** Remove the goldenrod copy and retain it in suspense. Send the balance of the form intact to the Records Management Division. The Director of the Arizona State Library, Archives and Public Records will provide authorization using a code placed in the "Code" column beside each record series listed. Following approval by the Director, Arizona State Library, Archives and Public Records, the Records

Management Division will return the white and yellow copies to the requester for certification of destruction.

8. Destruction shall take place within 60 days of the approval date. Following destruction of the records, complete the bottom of the form with the name of the person actually destroying or supervising the destruction of the records and the date the records were actually destroyed.
9. Send the white (top) copy of the completed form to the Records Management Division. Retain the yellow copy in your office for two years.

### METHODS OF DESTRUCTION

The great majority of records produced by municipalities are accessible to the general public pursuant to A.R.S. §39- 121. Records are not restricted or confidential unless specifically identified as such by statute. There is, therefore, no reason to destroy most public records with the exactness required for the destruction of confidential or restricted records.

The most desirable method of destruction for non-confidential public records is recycling. Recycling is simply the sale of the old records to a commercial firm which will eventually reprocess the old paper into new. Microfilm records can also be recycled by silver recyclers. Recycling is a source of revenue and ensures the total destruction of the records.

Shredding, pulping, mastication and disintegration are all thorough destruction methods. These methods typically require expensive specialized equipment and are labor intensive. Although thorough, they are generally incomplete methods as their end products must still be disposed of. These destruction methods should only be used for confidential or restricted records because of the relatively high cost incurred.

Burning is an inexpensive and effective method of very thorough records destruction. However, incinerators and open fires are against the law in most areas. Burning should only be used where it is legal and when it can be safely monitored and contained. Burning, when executed properly, is an extremely effective method

ideal for destruction of confidential or restricted records. It is time consuming and requires constant monitoring, making it too labor intensive for most public records destruction.

Landfill is *not* particularly recommended as a destruction method for government records. Burying records in a landfill may make the records unusable for most practical purposes, but it is not effective in truly destroying the records. Records buried in a landfill in desert areas, such as most of Arizona, may actually be preserved by the act of burying them in a dry, relatively sterile and ultra-violet free environment. Although an inexpensive option burying in a landfill can not guaranty the destruction of the records.

### TRANSFER OF RECORDS

Occasionally, there may be a need to transfer records from from a political sub-division to a state agency, from a municipality to a municipal government, from a state agency to a political sub-division or from a state or municipality agency to the State Archives. This may come about because of a change in jurisdiction over some project or function or because the State Archives desires the records for their historical value.

The "Single Request" described above has also been designed to serve this purpose. Follow all of the directions above indicating that a transfer is being recommended. The Director, Arizona State Library, Archives and Public Records will review the single request and will most likely approve the transfer between any two public bodies. Transfers of public records to private individuals, private organizations or corporations will normally not be approved.

In some cases, the State Archives may request the transfer of records when an agency wishes to dispose of them. In these cases, the Director will usually approve the transfer.

The bottom of the "Single Request" has been designed so as to also document the transfer of records. As with destruction the white (top) copy is sent to the Records Management Division and the yellow copy is kept in the transferring agency's files for two years.

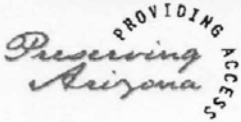
REPORT/CERTIFICATE OF RECORDS DESTRUCTION			
		Arizona State Library, Archives and Public Records <b>RECORDS MANAGEMENT DIVISION</b> 1919 West Jefferson Street Phoenix, Arizona 85009 Phone: 602-542-3741 Fax: 602-542-3890 E-mail: rmd@lib.az.us	
<input type="checkbox"/> <b>STATE AGENCY</b>		<input type="checkbox"/> <b>POLITICAL SUBDIVISION</b>	
AGENCY NAME	ORGANIZATIONAL UNIT	DATE	PHONE
ADDRESS	CITY	<b>AZ</b>	ZIP
LIST RECORDS DESTROYED			
RECORD SERIES	DATES COVERED		ESTIMATED VOLUME *
	FROM	THRU	
CERTIFICATE			
The above records have been destroyed so as to render them totally useless.			
DESTROYED BY (NAME)		TITLE	
SIGNATURE <b>X</b>		DATE	
* Volume of paper records is estimated in cubic feet to the nearest whole number. Volume of digital records may be stated by the estimated memory volume it consumed.			

Figure 5



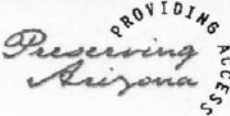
SINGLE REQUEST FOR RECORDS DESTRUCTION OR TRANSFER				
 <div style="display: inline-block; vertical-align: middle; text-align: left;"> <p>Arizona State Library, Archives and Public Records  <b>RECORDS MANAGEMENT DIVISION</b>            1919 West Jefferson Street            Phoenix, Arizona 85009            Phone: 602-542-3741 Fax: 602-542-3890            E-mail: rmd@lib.az.us</p> </div>			<b>CONTROL NO.</b> <small>For RMD use only.</small>	
<input type="checkbox"/> <b>STATE AGENCY</b>		<input type="checkbox"/> <b>POLITICAL SUBDIVISION</b>		<b>DATE</b>
<b>AGENCY NAME</b>		<b>ORGANIZATIONAL UNIT</b>		<b>PHONE</b>
<b>ADDRESS</b>		<b>CITY</b>		<b>ZIP</b>
		<b>AZ</b>		
LIST RECORDS TO BE DESTROYED OR TRANSFERRED				
CODE Provided by ASLAPR	RECORD SERIES	DATES COVERED		ESTIMATED VOLUME *
		FROM	THRU	
HISTORY & ARCHIVES COMMENTS		RECORDS MANAGEMENT COMMENTS		
AUTHORIZATION				
<b>CODE</b>	A – Transfer to Arizona State Library, Archives and public Records. B – Continue to hold until _____. C – Transfer to _____. D – Destroy so as to render unusable.			
<b>AUTHORIZED/APPROVED BY</b> <b>X</b> <small>Director, Arizona State Library, Archives and Public Records</small>			<b>DATE</b>	
CERTIFICATE				
<input type="checkbox"/> The above records have been <b>DESTROYED</b> so as to render them totally useless.				
<input type="checkbox"/> The above records were <b>TRANSFERRED</b> per direction.				
<b>BY (NAME)</b>			<b>TITLE</b>	
<b>SIGNATURE</b> <b>X</b>			<b>DATE</b>	
<i>* Volume of paper records is estimated in cubic feet to the nearest whole number. Volume of digital records may be stated by the estimated memory volume it consumes.</i>				

Figure 7